



## Position Description

### Austin 20 Executive Director

*Position: Remote*

#### Organization

The Austin 20 is a membership non-profit and tax-exempt 501(c)(3) corporation. It raises funds and provides volunteers to support efforts to reduce sex trafficking and provide recovery for survivors. It partners with Nicole's Place, Inc. by funding projects to purchase or secure property and build facilities for the care of survivors—both youth and young adult. Care is provided by a partner provider, through a contractual relationship.

Our vision is to ensure a full continuum of care for survivors of sex trafficking at all levels of readiness in facilities that are world class, with volunteers who provide tremendous support, and partner providers who strive for the best care and recovery for survivors.

Our central goal is to ensure that survivors can thrive and trust people now and in the future with long-term support from A20 throughout their journey and their lives.

#### Job Duties

In the beginning, the executive director will be the only paid staff member of A20. The executive director will identify needs for expert support through volunteers and contractors and make recommendations to the Board. As the organization grows, the executive director will make recommendations to the Board on building a high-performing senior leadership team and play an active role in attracting, retaining, and developing a best-in-class staff.

This position reports to the Board of Directors.

Lead and operationalize the mission and vision of the organization, along with the Board.

Implement strategic plans, based on data-driven analytics, projections, and financials.

Manage the budget and ensure that it is a financially viable, sustainable organization with the resources to meet current and projected program growth.

Ensure that A20 is in compliance with relevant state and federal laws, regulations, and with standard accounting procedures, tax statements, financial statements and reviews, and other requirements for non-profit corporations, leveraging help and support from expert volunteers.

Identify and implement cost-effective ways to sustain and grow the organization and its services.

Oversee contracts and collaborate with care providers at A20 locations.

Manage, under the guidance of the membership chair of the Board, volunteer needs, outreach, and delivery of volunteer services at A20 locations.

#### Board of Directors

Lisa Knapp  
Founding Member  
*Fundraising*

Camille Cain  
*President*

Josh Castell  
*Vice President*

Brian Wood  
*Treasurer*

Dena Wood  
*Membership*

Kara DeBerry

Dave Knapp  
Penn Parrish



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Participate in identifying and cultivating corporate, individual, and foundation sponsors.

Cultivate excellent relationships with local media; provide oversight for A20's presence in the social media.

Develop materials and presentations and maintain the content of the website.

Continue to learn and grow expertise on the topic of sex trafficking and the needs of survivors by identifying and listening to experts and focusing on understanding best practice, science, and related research.

Reach out to the community to present A20, its vision, goals, and activities through public presentations and by attending relevant events, conferences, and gatherings.

Working with the fundraising chair of the Board, provide logistics, planning, and management of A20 fundraising events.

Sponsor and/or co-sponsor special events designed to promote A20's mission or other like-minded mission.

Develop and work with the Board, ensuring that Board committees and efforts are well-organized and funded.

Attend and provide logistics, planning, agendas, and draft minutes for Board meetings.

Inform the Board regularly of internal organization matters, including relevant staffing, funding, and program success and priorities.

Keep the Members up to date with progress, plans, and goals.

Promote A20 to the forefront of local community service philanthropic organizations.

### Key Credentials and Personal Qualities

Bachelor's degree, advanced degree preferred.

At least three years of successful senior leadership experience.

Commitment to results; 'can-do' mindset with emphasis on accountability.

Experience working on topics related to survivors of sex trafficking, youth with trauma backgrounds, or similar fields highly preferred.

Experience working in a non-profit environment or ability to quickly learn the legal and other requirements of a non-profit, tax-exempt organization.

Entrepreneurial spirit and ability to work on multiple projects simultaneously and independently as well as in coordination with experts and the Board.

Experience at change leadership and change management.

Strong motivational and leadership abilities.

Excellent communication and presentation skills.

Sense of humor, integrity, impeccable work ethic.



## Position Description

Ability to talk with survivors, when needed, with empathy and without judgment and to establish and maintain healthy, appropriate boundaries.

Knowledge of Microsoft Office Suite required.

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